

STATINTL

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ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-10

LI 45-10
LOGISTICS
Revised 7 May 1975

4. RESPONSIBILITIES

a. Supply Division, OL

- (1) Initiate MILSTRIP/FEDSTRIP procurements by forwarding DD Form 1348m to the appropriate Government supplying agency.
- (2) Prepare Agency Form 2216 for use as a procurement notice as well as a receiving report. Distribute copies to the requisitioning and receiving activities, to Budget and Fiscal Branch, Executive Office (EO/B&FB), OL, as well as to OL/SD's accountable file.
- (3) Advise OF of MILSTRIP/FEDSTRIP procurements by means of daily registers that cross-reference the MILSTRIP/FEDSTRIP Document Control Number (DCN) with the Agency requisition control number, and record the Property Procurement Allotment (PPA), unit price, and quantity for each MILSTRIP/FEDSTRIP action to enable OF to readily identify billings and verify the completeness of shipments.
- (4) Resolve consequential discrepancies which occur as the result of materiel discrepancies with the supplying agency. No attempt will be made to resolve inconsequential discrepancies with the supplying agency or to adjust billings. The criteria for distinguishing between consequential and inconsequential discrepancies are set forth in LI 45-6.
- (5) Advise OF when a credit billing is due from a supplying agency as a result of a consequential materiel discrepancy via the DCN/LCN Cross-Reference Register or by memorandum.
- (6) Forward requisitions and shipping documents (outbound shipments from OL/SD depot) to OF for accommodation procurements and reimbursable sales. No other MILSTRIP/FEDSTRIP requisitions, shipping documents, or receiving reports are to be forwarded to OF.

b. Office of Finance

- (1) Match billings from MILSTRIP/FEDSTRIP transactions, when received from the supplying agencies, with the appropriate Agency requisition control number and PPA provided by OL on the Cross-

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Reference Registers. OF will pay billings immediately without verification of receipt. When significant variations in costs are evident, OF should contact an individual in OL/EO/B&FB who will refer to the requisition and/or receiving report for an explanation or otherwise research the costs before a billing adjustment is requested.

- (2) Support its action in certifying the billings for payment by internal site audits and reviews, on a selective basis, of OL receiving records.
- (3) Resolve financial consequential differences such as duplicate billings, wrong billings, and billings for supposedly nonreimbursable transactions which require the preparation of Administrative Audit Differences Statements.
- (4) Maintain an advance account with GSA for the payment of billings resulting from commercial procurements placed through GSA (Account 291.09). GSA will pay the vendor's bill based on receiving information provided to GSA by [redacted] SD/OL, STAT on GSA Form 300. Periodically, OL/SD receives these accountings, with attached purchase orders, and forwards them to OF via OL/EO/B&FB. OF then reimburses the advance account accordingly without further verification of receipt of the materiel.

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